

NOTICE NO.  
LN 22-100-3

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SUBJECT: Reports of Field Trips  
REFERENCE: Agency Notice [REDACTED]  
RESCISSION: Paragraph 12 of LI 22-100-1

1. GENERAL

This Notice prescribes procedures for the submission of reports of field trips made outside the continental limits of the United States.

2. POLICY

- a. All personnel of the Office of Logistics shall submit a report of overseas field trips addressed to the Director of Logistics (original only for D/L plus required internal copies) within ten (10) days after returning to headquarters.
- b. Senior Officials of the Office of Logistics, including Staff and Division Chiefs and their Deputies, shall also submit a brief report addressed to the Director of Central Intelligence (original and 2 copies for DCI, 2 copies for DD/S, 1 copy for D/L, plus official and required internal copies).

3. PROCEDURES

- a. All reports shall be submitted through channels.
- b. Reports addressed to the DCI shall be attached to the report for the Director of Logistics and shall contain:
  - (1) A statement of the purpose of the trip.
  - (2) The major findings, trends, and implications.
  - (3) Recommendations with notations of action taken, if appropriate.
  - (4) Approval lines for the Director of Logistics and the Deputy Director (Support).

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- c. Reports submitted from an overseas field station shall be addressed to the Director of Logistics and pouched through channels. Recommendations and proposed actions not previously approved by the Director of Logistics will be so identified.
- d. Reports will be submitted without cover letters.

FOR THE DIRECTOR OF LOGISTICS:

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Chief, Administrative Staff

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OL/AS:  et (23 January 1956)